HR DELIVERY
Making Sure HR Delivers

THE CLIENT BROCHURE SERIES

Top Awards & Accreditations

Tell your workplace story with clear supporting evidence

Explore recognition programmes, prepare a focused nomination or accreditation enquiry, and understand how evidence, authorised review and programme status shape the next step for your organisation and its people.

EXPLORE. PLAN. PUT IT TO WORK.

Website resources · specialist support · portal tools
Practical examples and client journeys

START WITH YOUR PRIORITY

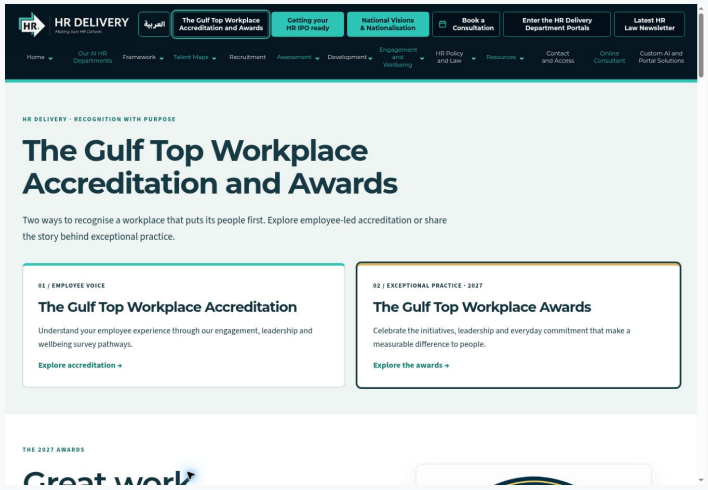
Connect the achievement with the evidence behind it

A strong workplace story explains the need, the action taken and what changed for people. HR Delivery's awards and accreditation offer brings programme information, nomination preparation and evidence review into a connected service. This brochure helps you identify the relevant route and organise a clear account of the contribution your organisation wants to explain.

The public nomination route and the proposed accreditation pathways have different purposes and opening arrangements. Awards evidence enters an authorised review process; the accreditation programme remains a draft preview. Explore the published information, prepare questions about scope and requirements, and ask Lama to confirm the appropriate programme and current application window before committing resources to an entry.

WHO THIS GUIDE IS FOR

- HR and business leaders preparing a workplace achievement for review
- Teams gathering evidence of engagement, leadership or wellbeing initiatives
- Organisations exploring the requirements of a future recognition programme



WEBSITE SCREEN / Live public Gulf Top Workplace Awards and Accreditation page; protected studios were not inspected.

THE QUESTIONS TO BRING

- Which programme and category fit the work we want to explain?
- What evidence supports the claims, including reach and sustainability?
- What review process and opening window currently apply?

WHAT YOU CAN WORK TOWARDS

- A focused nomination or programme-enquiry brief
- A coherent account of evidence and contribution
- A clear understanding of the authorised review and communication route

A GUIDE TO YOUR GUIDE

Find the support you need

Explore the service, understand the tools and arrive at a focused conversation with HR Delivery.

01 / GET TO KNOW THE SERVICE

Introduction 002

Foreword from Dr Phillip 004

Meet Lama: your first point of contact 005

About HR Delivery and our five pledges 006

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Your specialist support 010

The portal: tools, studios and workspaces 019

03 / BRING IT INTO YOUR ORGANISATION

Two practical client journeys 029

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Your next conversation with HR Delivery 033

USE THE PDF AS A WORKING GUIDE

The contents and page-foot links are clickable. PDF bookmarks give direct access to every tool, studio, resource and client example.

A PERSPECTIVE ON AWARDS & ACCREDITATIONS

Foreword from Dr Phillip Welsh

PROPOSED WORDING FOR DR PHILLIP'S REVIEW

> *"A credible workplace story connects the original need, the action taken and the evidence that helps reviewers understand the contribution."*

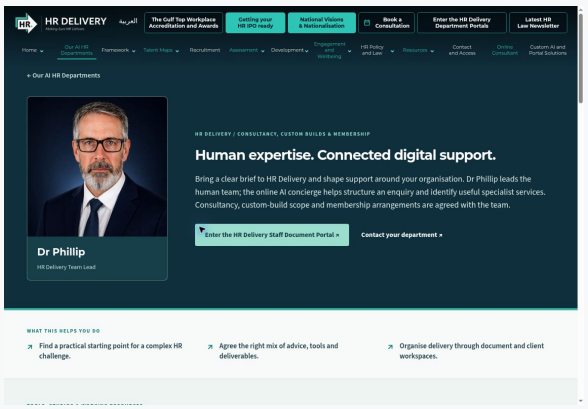
Workplace achievements deserve to be explained with care. The most useful account connects the original need with the work undertaken, the people involved and the evidence of what changed. It recognises the context as well as the contribution. That gives reviewers something meaningful to consider and helps an organisation understand its own practice more clearly while preparing an entry.

Our intention is to make the preparation and review sequence easier to navigate. Programme information should clarify the purpose of the route. Nomination prompts should help teams present a coherent story. Supporting evidence should make the claims understandable, and decisions should remain connected to the authorised review process. Certificates and correspondence follow the appropriate outcome and approval; their wording needs the same care as the evidence.

I encourage you to begin with the contribution you want to explain and the records that support it. Confirm the relevant programme, its current opening arrangements and the material required. The accreditation offer is still presented as a draft preview, so an enquiry should establish the future requirements before any application plan. Through Lama, we can discuss the appropriate next step and the support needed to prepare it.

DR PHILLIP WELSH

Human team lead, HR Delivery



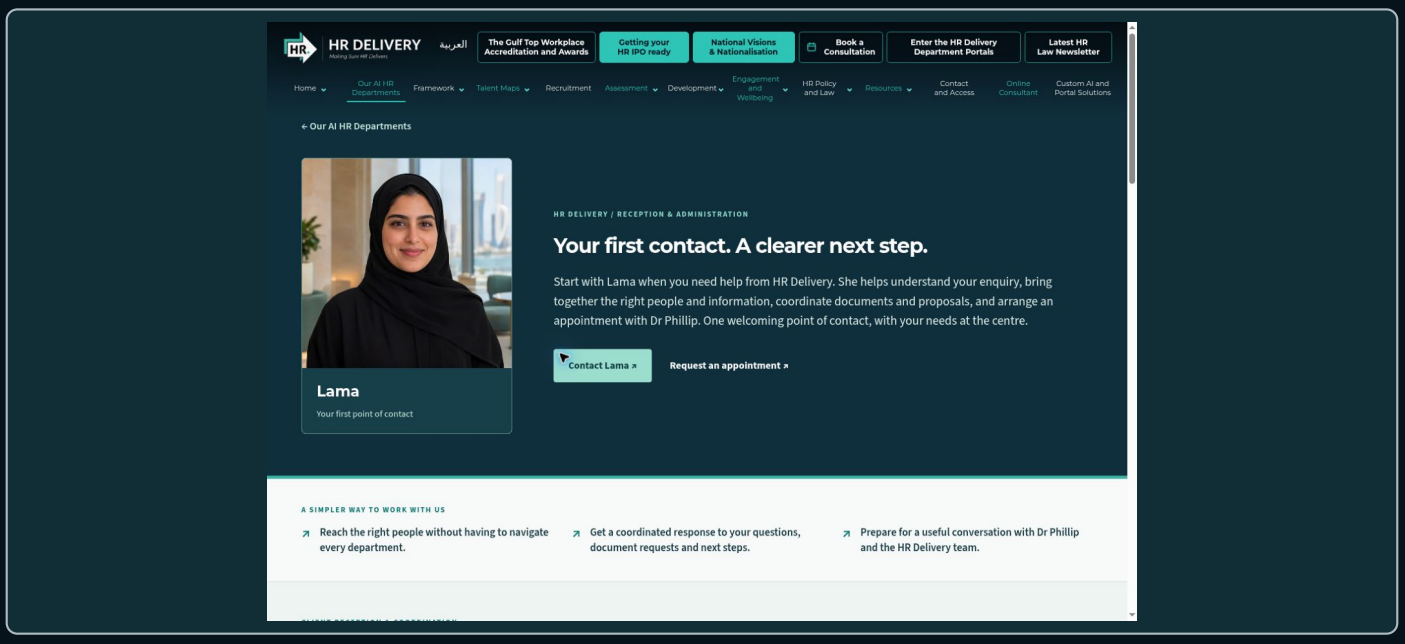
WEBSITE SCREEN / Dr Phillip Welsh: HR Delivery's human team lead.

YOUR FIRST POINT OF CONTACT

Meet Lama

Bring your business question. We will help you find the right next step.

Start with Lama by describing the workplace achievement or recognition question you want to explore. Bring the programme you have seen, the people affected and the evidence already available. Reception can help coordinate a discussion about the appropriate route, confirm the programme's current opening arrangements and clarify the support and communication channels available before you prepare a formal entry.



WEBSITE SCREEN / Lama's public reception and administration service route.

A USEFUL FIRST BRIEF

- The workplace initiative, its purpose and the category under consideration
- A concise chronology of the action and the people involved
- Evidence of outcomes, participation, inclusion and continuing practice
- An authorised contact, intended programme and questions about the entry window

HOW LAMA HELPS

- Identify the relevant awards or accreditation enquiry route
- Coordinate questions about evidence, scope and programme requirements
- Confirm opening arrangements and the appropriate human support conversation

Begin with the contribution and its evidence. The team can help you clarify the right programme, the preparation required and the next confirmed step for your organisation.

ABOUT HR DELIVERY

Expertise that turns people priorities into useful work

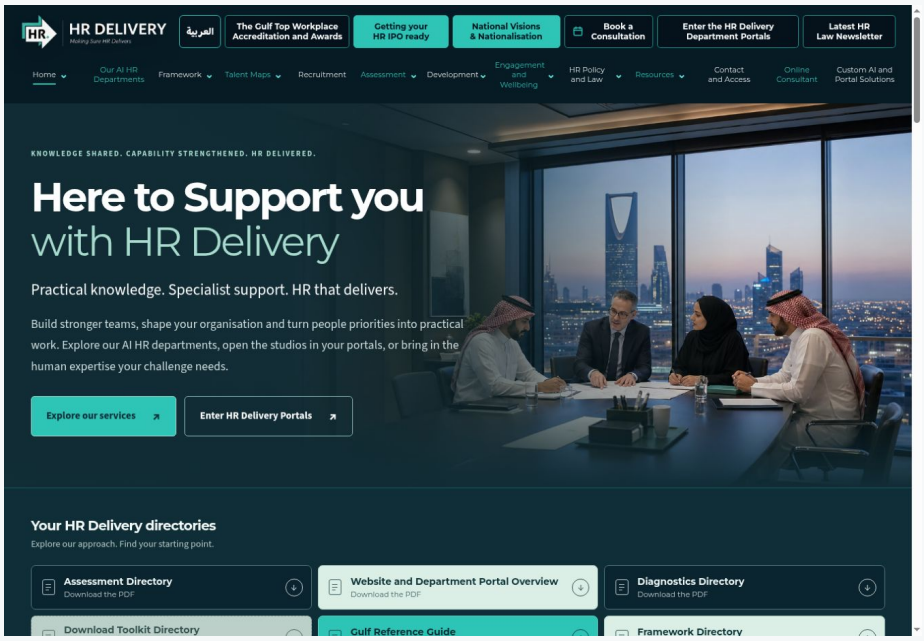
A multidisciplinary HR service led by Dr Phillip Welsh, connecting professional advice, practical resources and hands-on support.

OUR MISSION

Help organisations develop their people, strengthen HR capability and put plans into practice through expert advice, useful tools and direct delivery support.

OUR VISION

Organisations with the leadership, capability and culture to help people thrive and sustain their success.



WEBSITE SCREEN / HR Delivery: the public service directory and department routes.

THE WAY WE WORK

Your organisational context comes first. HR Delivery draws together psychometrics, organisation development, learning and development, project delivery and HR practice. Advice and resources are adapted to the assignment, its people and its operating environment.

OUR VALUES

Expertise · generosity · accountability · adaptability · respect for local context

OUR COMMITMENT TO YOU

Five pledges.
One working relationship.

What these commitments mean when you work with HR Delivery.

01 Deep expertise

Bring relevant professional knowledge to your question and combine evidence with considered judgement.

02 Always helping

Offer useful resources and a level of support that fits the challenge you are trying to resolve.

03 Delivery guaranteed

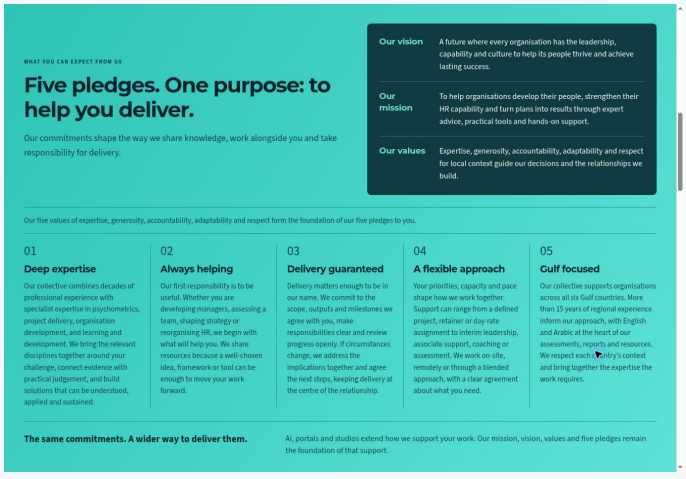
Agree the work, outputs, responsibilities and review points, with clear communication about progress.

04 A flexible approach

Shape the delivery arrangement around your requirements, whether advisory, project based, ongoing, remote or in person.

05 Gulf focused

Take account of the six Gulf countries, the local organisational context and the language needs of the assignment.



WHAT YOU CAN EXPECT FROM US

Five pledges. One purpose: to help you deliver.

Our commitments shape the way we share knowledge, work alongside you and take responsibility for delivery.

Our vision	A future where every organisation has the leadership, capability and culture to help its people thrive and achieve lasting success.
Our mission	To help organisations develop their people, strengthen their HR capability and turn plans into results through expert advice, practical tools and hands-on support.
Our values	Expertise, generosity, accountability, adaptability and respect for local context guide our decisions and the relationships we build.

Our five values of expertise, generosity, accountability, adaptability and respect form the foundation of our five pledges to you.

01	02	03	04	05
Deep expertise	**Always helping**	**Delivery guaranteed**	**A flexible approach**	**Gulf focused**
Our collective combines decades of professional experience with specialist expertise in psychometrics, project delivery, organisation development, and learning and development. We bring the relevant disciplines together around your challenge, connect evidence with practical judgement, and build solutions that can be understood, applied and sustained.	Our first responsibility is to be useful. Whether you are developing managers, assessing a team, shaping strategy or reorganising HR, we begin with what will help you. We share resources because a well-chosen idea, framework or tool can be enough to move your work forward.	Delivery matters enough to be in our name. We commit to the scope, outputs and milestones we agree with you, make responsibilities clear and review progress openly. If circumstances change, we address the implications together and agree the next steps, keeping delivery at the centre of the relationship.	Your priorities, capacity and pace shape how we work together. Support can range from a defined project, retainer or day-rate assignment to interim leadership, associate support, coaching or assessment. We work on-site, remotely or through a blended approach, with a clear agreement about what you need.	Our collective supports organisations across all six Gulf countries. More than 15 years of regional experience inform our approach, with English and Arabic at the heart of our assessments, reports and resources. We respect each country's context and bring together the expertise the work requires.

The same commitments. A wider way to deliver them. AI, portals and studios extend how we support your work. Our mission, vision, values and five pledges remain the foundation of that support.

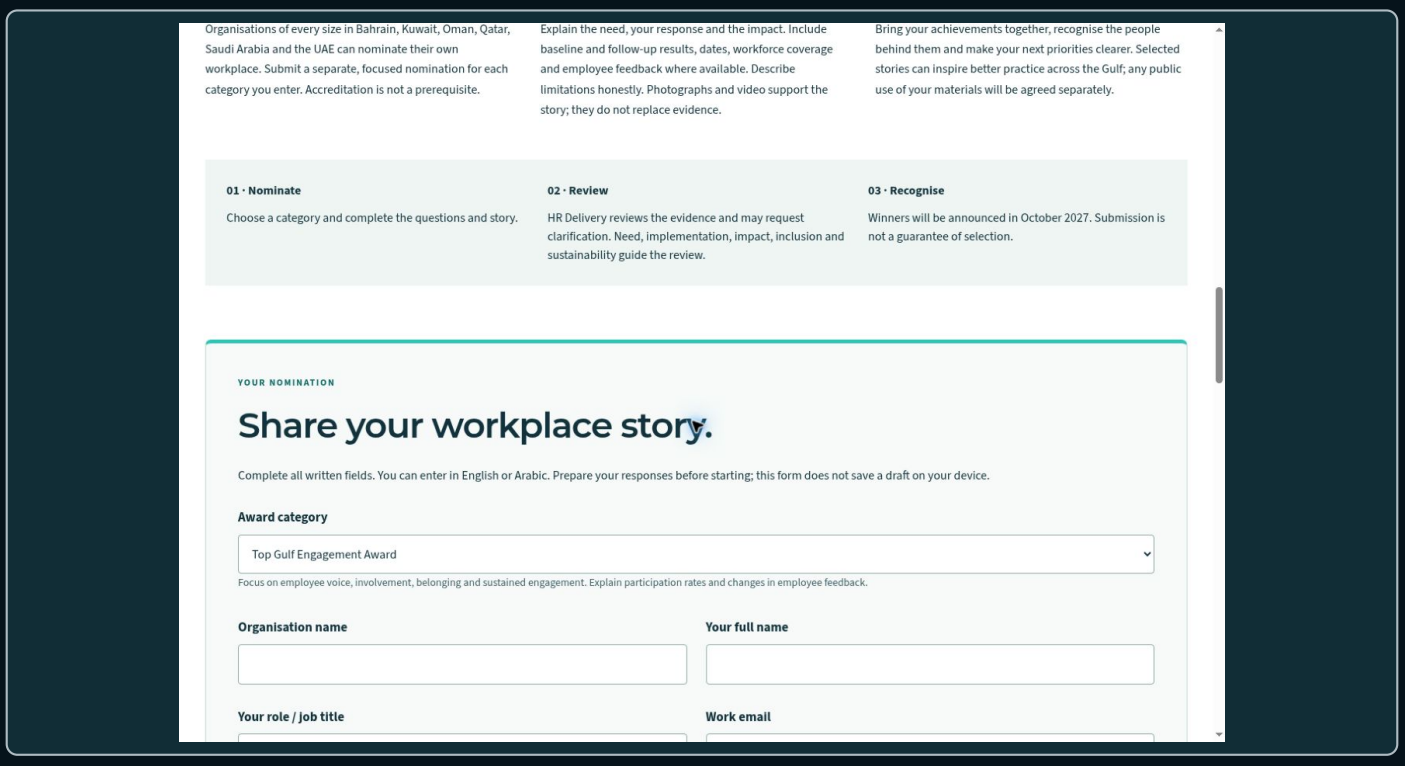
WEBSITE SCREEN / HR Delivery's published mission, vision, values and five pledges.

J / AWARDS & ACCREDITATIONS

01

Explore the website resources

Understand nomination, evidence, review and recognition, with each programme’s opening status made clear.

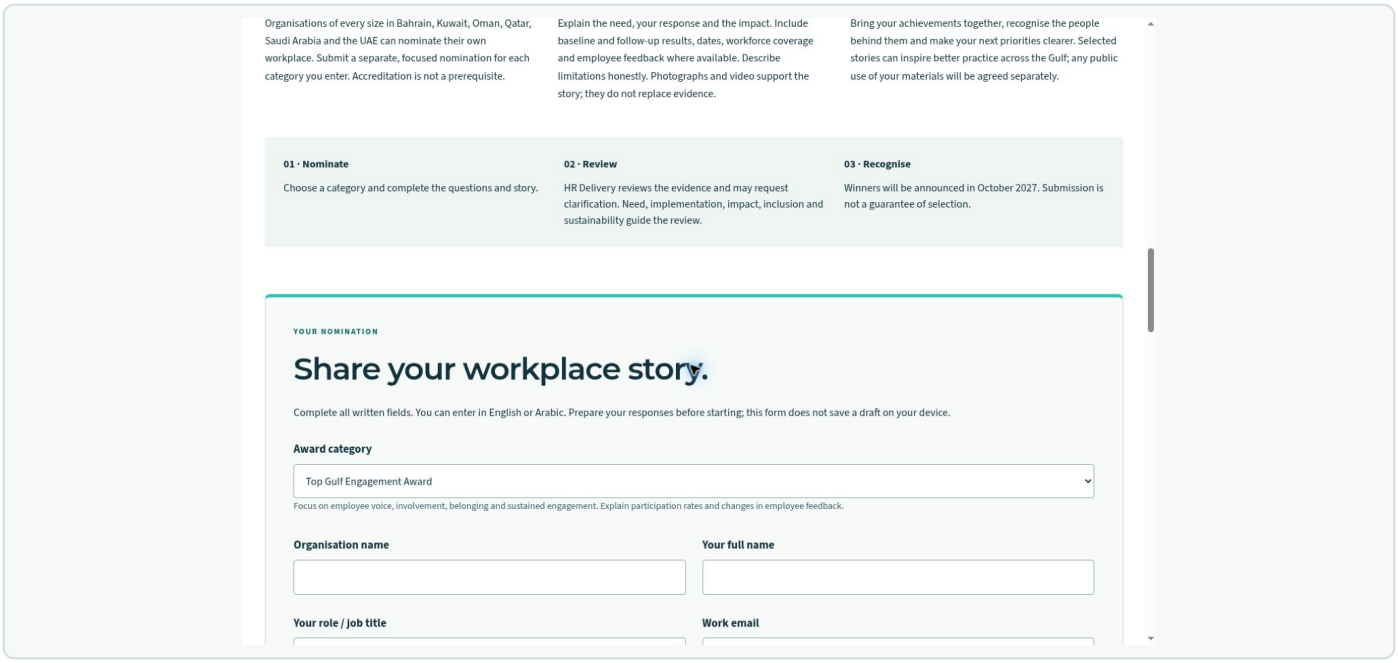


WEBSITE SCREEN / Live public screenshot; source context described in the evidence note.

WEBSITE / ORIENTATION

Understand the programme before preparing an entry

The public pages introduce the Gulf workplace awards and the proposed accreditation offer. Explore the programme descriptions, category information, evidence expectations and nomination prompts. The nomination form asks for a workplace story, supporting material and an authorisation declaration. The accreditation section explains proposed engagement, leadership and wellbeing pathways but remains a draft preview. Confirm the relevant application window and requirements with the team before planning participation or representing any recognition outcome.



WEBSITE SCREEN / Live public screenshot; source context described in the evidence note.

HOW TO EXPLORE

1. **Identify the right route.** Match the initiative or question to the programme's published purpose and current opening status.
2. **Organise the evidence.** Gather the need, action, outcomes, workforce coverage and continuing-practice information supporting the story.
3. **Confirm the next step.** Ask Lama about the required preparation, formal window and agreed route for a nomination or enquiry.

ILLUSTRATIVE CLIENT USE

Illustrative example: a people team wants to explain an employee-support initiative. It reads the relevant awards information, gathers the original need and follow-up evidence, and prepares questions about category fit and authorisation before confirming the nomination route and current programme requirements with the team.

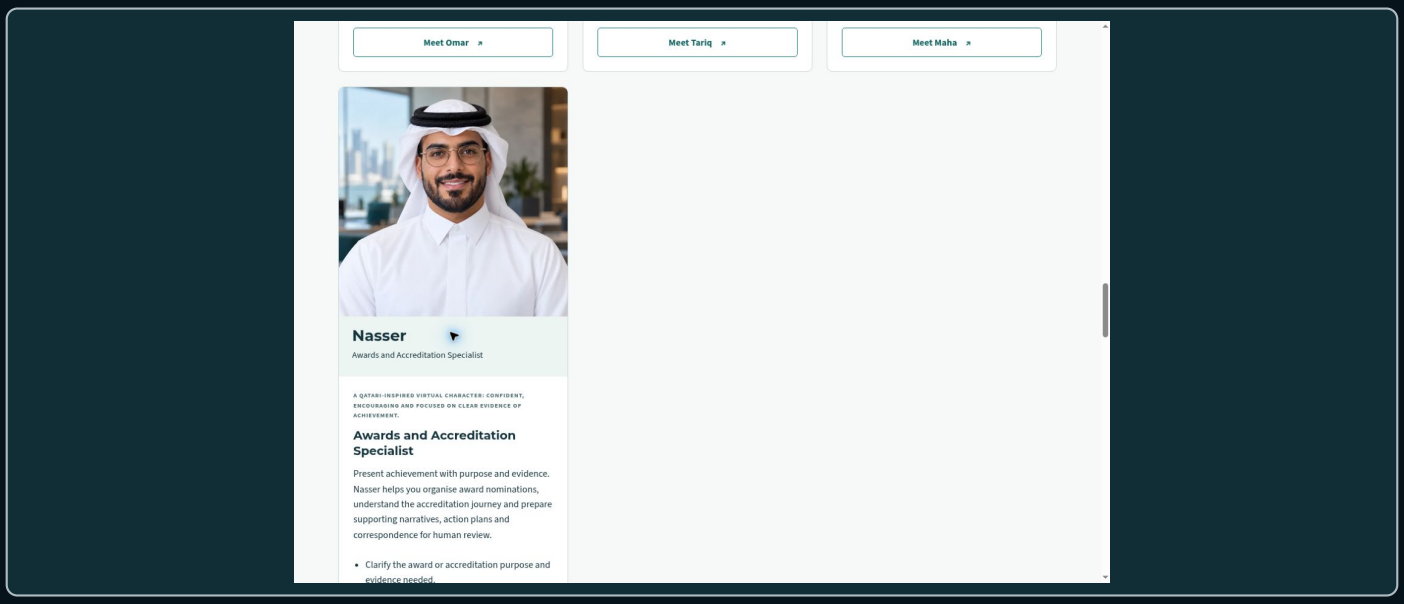
SPECIALIST SUPPORT

Meet Nasser

Use the specialist area to prepare a focused question and connect it with the service you need.

NASSER / AWARDS AND ACCREDITATION SPECIALIST; FICTIONAL SPECIALIST PROFILE SUPPORTING PROGRAMME NAVIGATION

- Which recognition route fits the achievement we want to explain?
- What evidence would make the nomination clear and reviewable?
- Which programme requirements, opening arrangements or documents should we clarify first?



WEBSITE SCREEN / Nasser profile in Meet the Team directory

ACCESS IN THREE STEPS

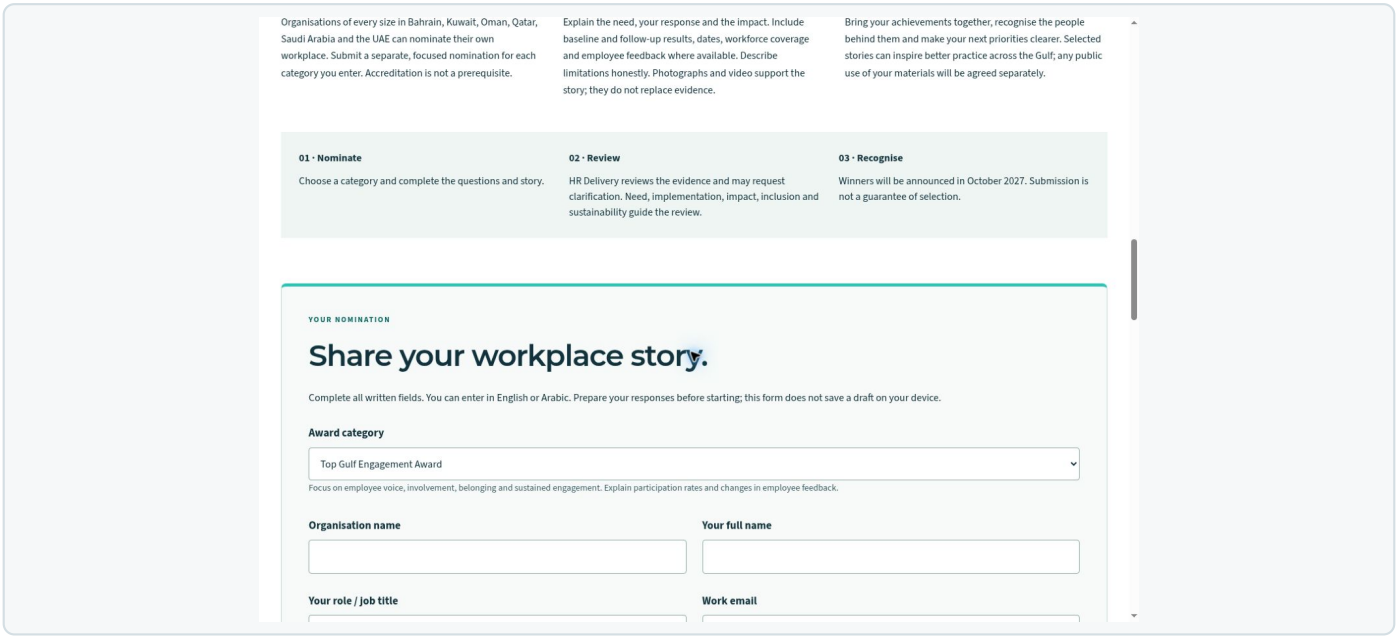
- Read Nasser's public profile and the relevant programme information.
- Prepare the initiative, category questions and available evidence.
- Contact Lama to confirm the programme window, human support and enabled communication route.

Nasser is a fictional specialist profile; live AI communication requires provider activation. Programme enquiries do not establish eligibility, shortlisting, certification or an award. The accreditation programme remains a draft preview, with formal opening arrangements to be confirmed.

TELL THE WORKPLACE STORY WITH EVIDENCE

Public award nomination forms

Prepare a focused nomination for the selected category, explaining the challenge, action and impact with evidence that supports the organisation's account of its work.



WEBSITE SCREEN / Live public screenshot; source context described in the evidence note.

WHAT IT GIVES YOU

The public form collects category, scope, written evidence and a workplace story, with optional images or video and an authorisation declaration. Prompts address the challenge, action, impact, evidence, inclusion and sustainability, helping entrants organise the material before submission.

THE CLIENT VALUE

A structured submission helps an organisation explain what changed, who benefited and why the evidence supports its recognition case for the selected category.

YOUR OUTPUTS

- Category-specific nomination
- Written workplace story and evidence
- Optional supporting images or video

IN YOUR ORGANISATION / ILLUSTRATIVE

Illustrative example: a workplace team drafts its nomination around the original challenge, action and evidence of change. It checks the category, scope and authorisation declaration, then selects supporting material that helps reviewers understand the initiative and the people it reached. Which evidence directly supports the contribution described in our nomination?

SERVICE CONTEXT / Public nomination form available

SOURCE: HR.DELIVERY / WORKPLACE ACCREDITATION

CONNECT THE CLAIM WITH ITS BASIS

Supporting-evidence review

Present recognition evidence that explains the need, response and outcome, including the workforce coverage and context needed to understand the organisation's contribution.

WHAT IT GIVES YOU

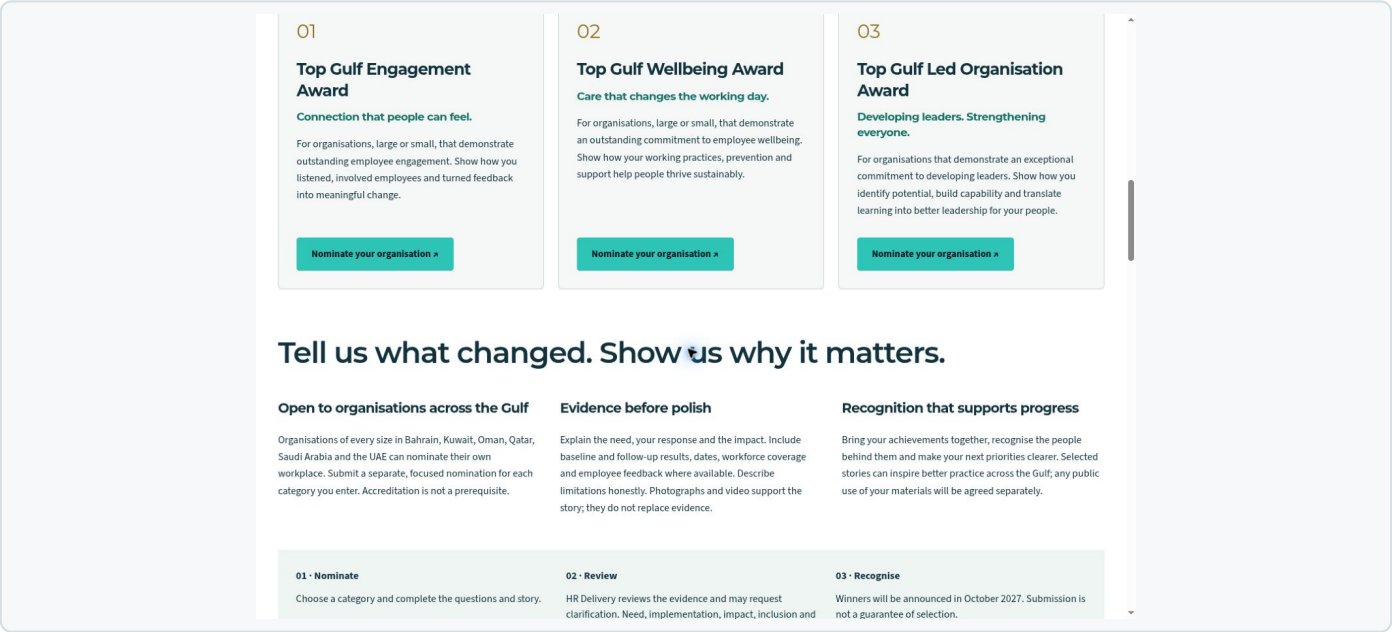
The published process examines need, implementation, impact, inclusion and sustainability, with clarification where required. Dates, baseline and follow-up evidence, employee feedback and the reach of the work help reviewers connect the nomination's claims with a credible account.

THE CLIENT VALUE

A clearer evidence account helps reviewers distinguish the organisation's actions from unsupported assertions and understand how the contribution relates to the selected award category.

YOUR OUTPUTS

- Evidence aligned with the review criteria
- Context for impact and inclusion
- Clarification questions where required



WEBSITE SCREEN / Live public screenshot; source context described in the evidence note.

IN YOUR ORGANISATION / ILLUSTRATIVE

Illustrative example: an HR team links a nomination's claims to dated baseline and follow-up records, employee feedback and evidence of inclusion. It explains the initiative's reach and continuing practice, helping reviewers distinguish the work undertaken from broader assertions about organisational impact. What records explain the need, implementation, reach and continuing value of the initiative?

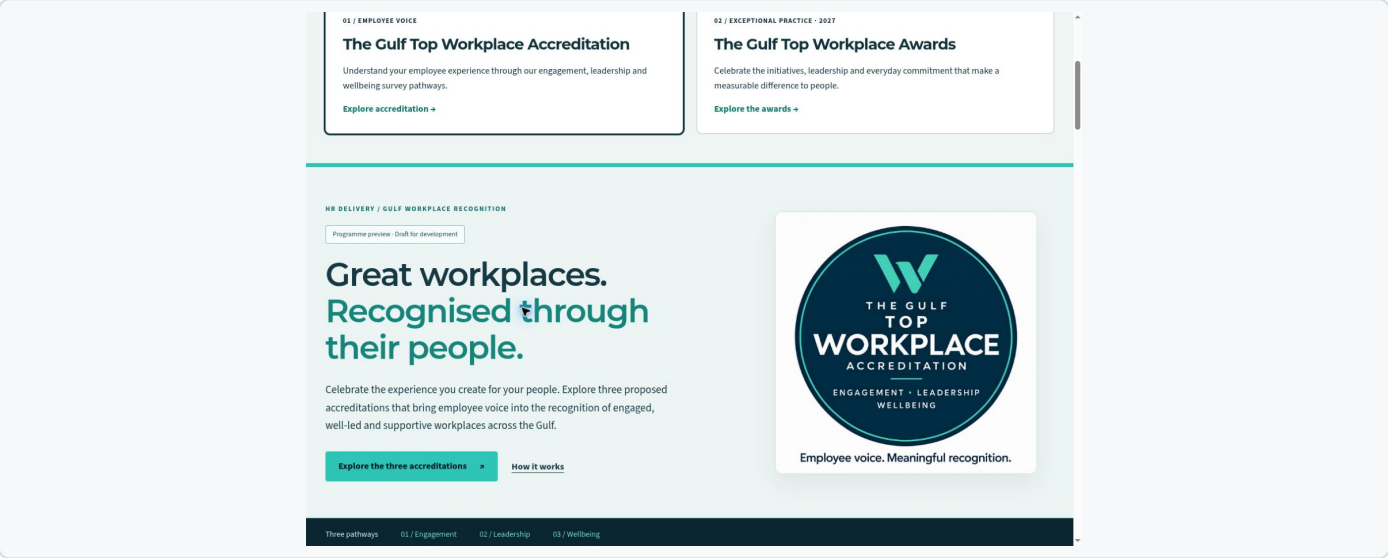
SERVICE CONTEXT / Published review process; decisions require authorised evaluation

SOURCE: HR.DELIVERY / WORKPLACE ACCREDITATION

EXPLORE THE PROPOSED ACCREDITATION PATHWAYS

Engagement, leadership and wellbeing certification

Consider which aspect of employee experience the organisation wants to understand before discussing a possible engagement, leadership or wellbeing recognition pathway with the team.



WEBSITE SCREEN / Live public screenshot; source context described in the evidence note.

WHAT IT GIVES YOU

The public accreditation preview outlines three pathways, illustrative positive-response scoring and proposed recognition levels. It provides a basis for discussing scope and programme requirements with the human team, while the programme remains a draft preview and is not yet open.

THE CLIENT VALUE

Clients can understand the proposed approach and prepare a more focused enquiry about evidence, scope and requirements before any accreditation programme is agreed.

YOUR OUTPUTS

- Three proposed recognition pathways
- Illustrative scoring and level descriptions
- Questions for a programme enquiry

IN YOUR ORGANISATION / ILLUSTRATIVE

Illustrative example: a client explores the proposed wellbeing accreditation pathway and gathers questions about scope, evidence and review. The team treats the page as a draft preview, confirming formal opening arrangements before preparing an application or referring publicly to an accreditation outcome. What must be confirmed before this proposed pathway can become an application plan?

SERVICE CONTEXT / Draft preview; accreditation programme not yet open

SOURCE: HR.DELIVERY / WORKPLACE ACCREDITATION

PREPARE A STRONGER RECOGNITION BRIEF

Nasser’s awards specialist area

Use the specialist area to clarify the recognition purpose, organise the evidence and prepare the questions that HR Delivery’s human team should address.

WHAT IT GIVES YOU

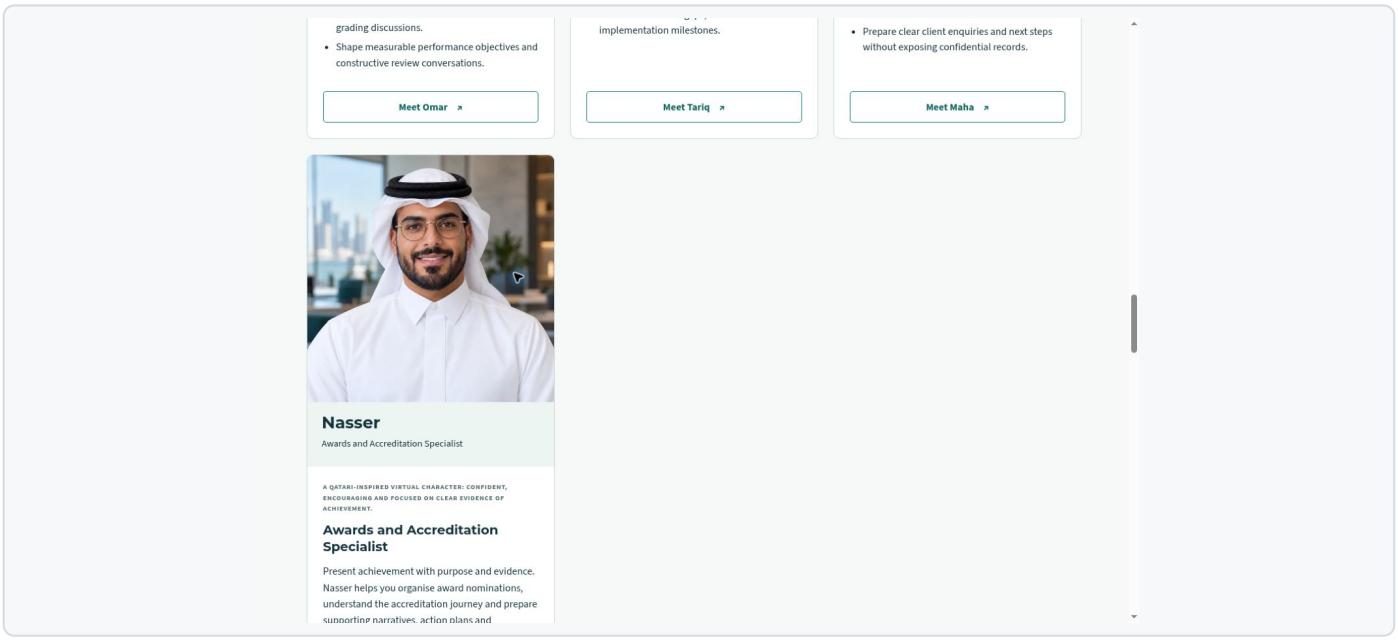
The public area describes support for nomination narratives, improvement actions and certificate or letter drafts. Service enquiries route through Lama, giving clients a starting point for explaining the programme context and the practical help they need with preparation.

THE CLIENT VALUE

A focused brief helps clients connect their achievement story with the programme’s requirements and discuss the support needed to prepare coherent, reviewable material.

YOUR OUTPUTS

- Recognition enquiry brief
- Nomination narrative and evidence questions
- Document-preparation requirements



WEBSITE SCREEN / Live public screenshot; source context described in the evidence note.

IN YOUR ORGANISATION / ILLUSTRATIVE

Illustrative example: a client explores Nasser’s public area while organising a recognition enquiry. The brief identifies the initiative, programme and evidence questions, then goes through Lama to confirm human support, current opening arrangements and the communication route available for the discussion. What programme and evidence questions should we bring to a focused first conversation?

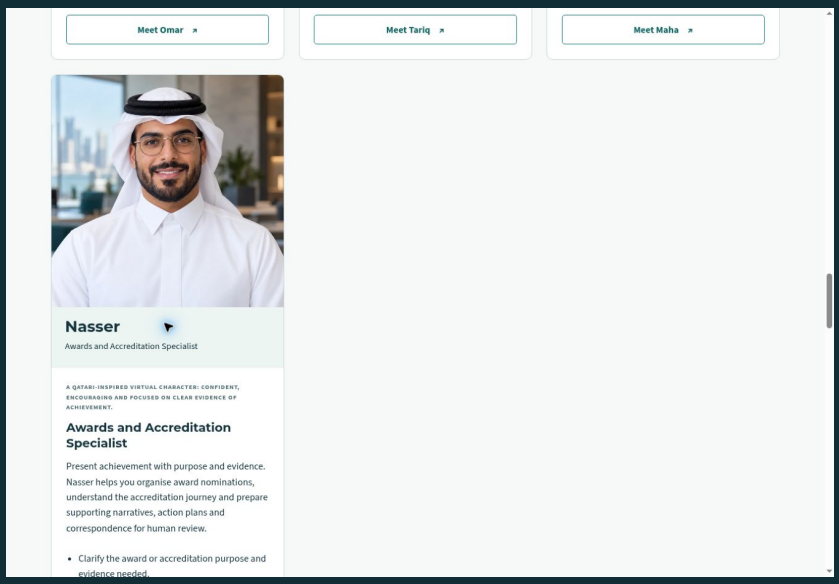
SERVICE CONTEXT / Public specialist area; live AI services pending

SOURCE: HR.DELIVERY / AI SPECIALISTS

FRAME ACHIEVEMENT FOR REVIEW

Meet Nasser - Awards and Accreditation

Begin with the achievement you want to explain, the relevant programme and the evidence available, then use Nasser's profile to organise the preparation brief.



WEBSITE SCREEN / Nasser profile in Meet the Team directory

WHAT IT GIVES YOU

Nasser is presented as a fictional specialist supporting nomination narratives, evidence organisation, improvement actions and recognition communications. The profile helps clients identify the support they want from HR Delivery before agreeing the programme context and human review arrangements.

THE CLIENT VALUE

Clients can explain the assistance they need more precisely and prepare a recognition account that stays connected to the programme, contribution and supporting evidence.

YOUR OUTPUTS

- A focused recognition-support brief
- Evidence and narrative preparation questions
- Certificate or correspondence requirements

IN YOUR ORGANISATION / ILLUSTRATIVE

Illustrative example: an HR manager reads Nasser's profile to understand the awards-support area. She prepares a concise account of the contribution and available evidence, then confirms the appropriate human service and enabled channel before expecting specialist feedback or planning a submission. Which support do we need for the story, evidence or programme requirements?

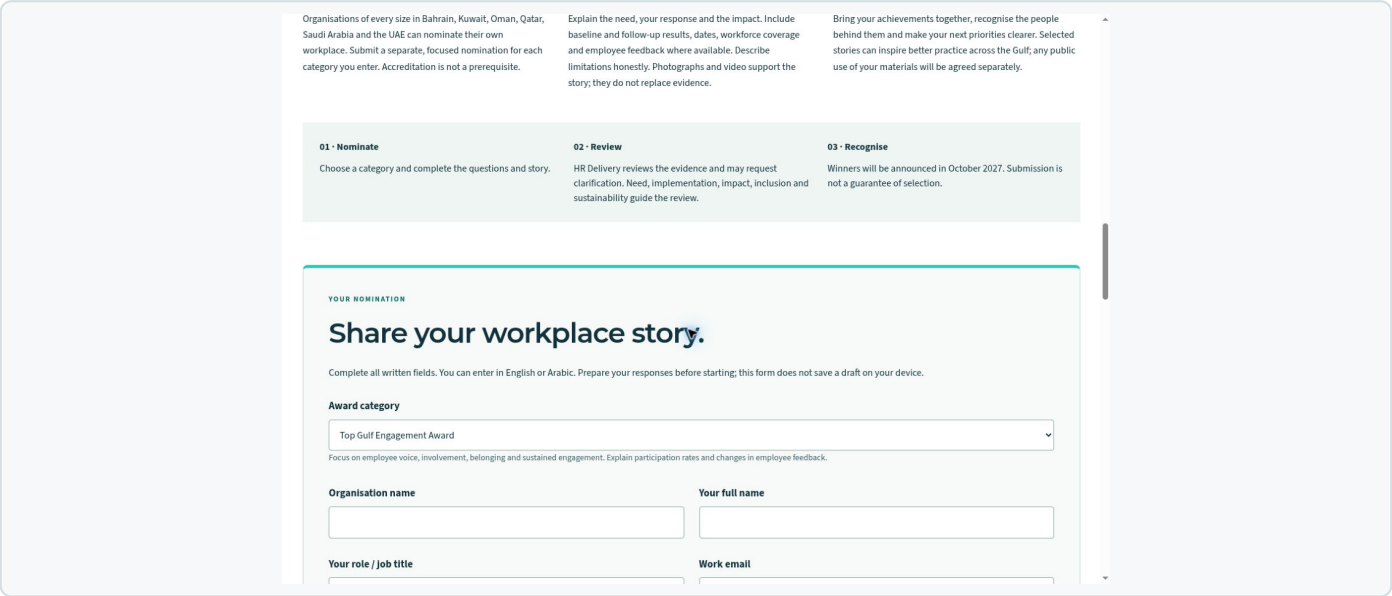
SERVICE CONTEXT / Fictional specialist profile; live communication pending

SOURCE: HR.DELIVERY / AI SPECIALISTS

A CLEAR STORY SUPPORTED BY RELEVANT EVIDENCE

Prepare an award nomination with substance

Build a category-specific nomination around the challenge, action and contribution that the organisation wants the programme to recognise.



RELATED SERVICE VIEW / Live public screenshot; source context described in the evidence note.

WHAT IT GIVES YOU

Prepare the category-specific story and choose evidence that supports its claims. Retain the context needed to understand impact, inclusion and sustainability, then confirm authority to submit the supporting material.

YOUR OUTPUTS

- Category-specific nomination narrative
- Relevant evidence and supporting media
- Submission scope and authorisation context

HOW TO USE IT

1. **Frame the story.** Explain the challenge, response and contribution within the selected award category.
2. **Select the evidence.** Connect dates, coverage and results with the specific claims being made.
3. **Complete the entry.** Review the narrative, supporting material and authorisation before submitting the form.

WHY THIS HELPS

A coherent preparation process helps reviewers understand the contribution and reduces the risk that useful evidence becomes disconnected from the organisation's recognition story.

IN YOUR ORGANISATION / ILLUSTRATIVE

Illustrative example: a team prepares a nomination by agreeing the story, selecting evidence and checking authority to submit. It tests whether each claim is supported and understandable, then confirms the category and formal route before entering the programme's published review process. Can a reviewer connect each important claim with clear supporting evidence?

SERVICE CONTEXT / Submission enters the published review process

SOURCE: HR.DELIVERY / WORKPLACE ACCREDITATION

CLARIFY THE PROPOSED PATHWAY BEFORE COMMITMENTS

Frame an accreditation enquiry

Prepare an accreditation enquiry by identifying the employee-experience question and the evidence the organisation could provide for a future programme.

WHAT IT GIVES YOU

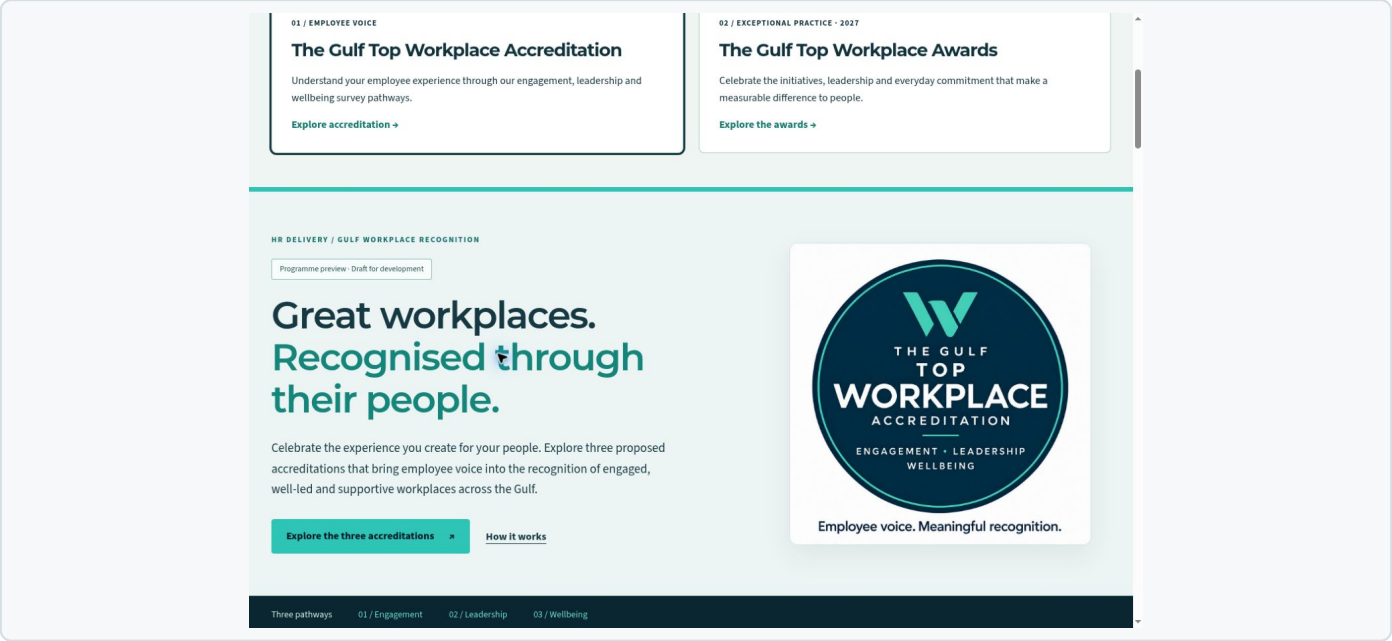
The public programme remains a draft preview. Use the proposed pathways to frame the population, evidence and requirements that need discussion and agreement with HR Delivery's human team.

YOUR OUTPUTS

- Preferred pathway and enquiry purpose
- Population and evidence questions
- Requirements to confirm with HR Delivery

HOW TO USE IT

1. **Choose the question.** Identify the employee-experience subject the organisation wants to understand more clearly.
2. **Clarify the scope.** Consider the relevant population and evidence available for a future discussion.
3. **Discuss the requirements.** Confirm programme availability and proposed arrangements with HR Delivery's human team.



RELATED SERVICE VIEW / Live public screenshot; source context described in the evidence note.

WHY THIS HELPS

A focused enquiry helps clients explore the proposal and understand what would need agreement before a programme could proceed.

IN YOUR ORGANISATION / ILLUSTRATIVE

Illustrative example: an organisation interested in leadership accreditation prepares a population and evidence brief. It uses the draft preview to identify questions about the proposed approach, then discusses formal requirements and opening arrangements before committing to an application or recognition announcement. What scope and evidence questions should our accreditation enquiry address first?

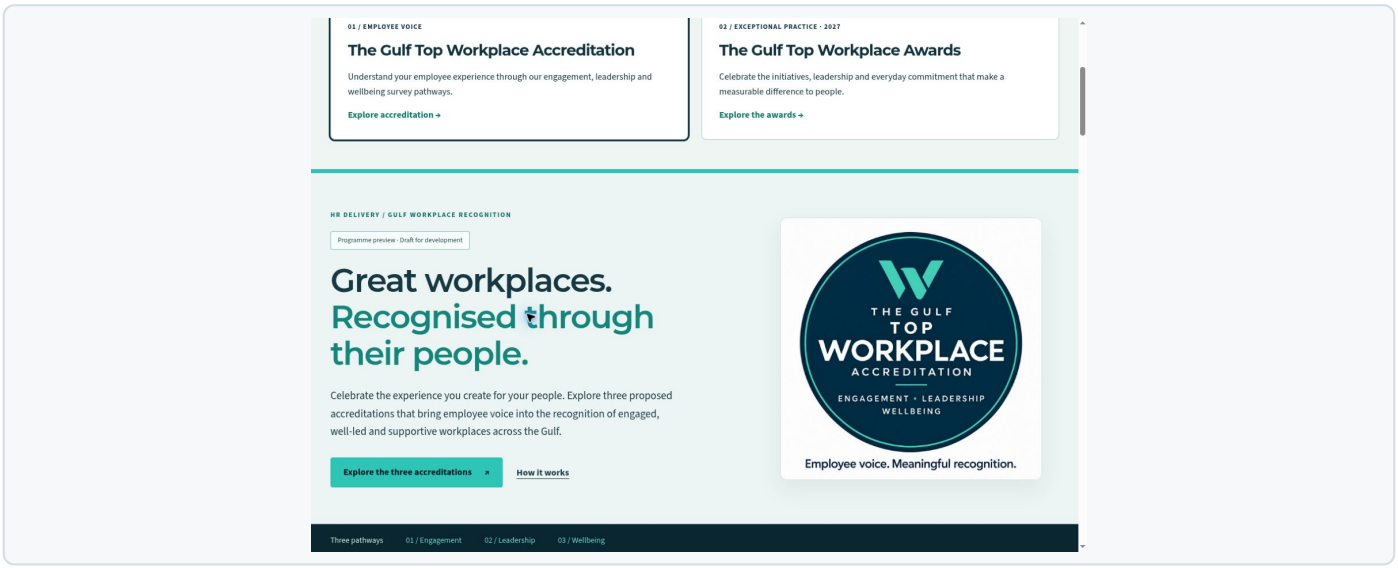
SERVICE CONTEXT / Draft preview; accreditation programme not yet open

SOURCE: HR.DELIVERY / WORKPLACE ACCREDITATION

J · YOUR CLIENT EXPERIENCE

Check the opening status of accreditation programmes

The public accreditation programme is a development preview; formal applications and accreditation awards are not yet open.



WEBSITE SCREEN / Live public accreditation section with its draft-development and opening-status language.

WHAT IT GIVES YOU

Review the proposed engagement, leadership and wellbeing offer to understand its direction. Confirm the eventual criteria, evidence requirements, review process and opening arrangements before planning participation. The separate Awards nomination route has its own status and process.

THE CLIENT VALUE

You can prepare sensibly for a developing service while keeping current awards activity distinct from future accreditation.

YOUR OUTPUTS

- An informed expression of interest
- A future evidence-preparation brief
- A confirmed programme opening when announced

IN YOUR ORGANISATION / ILLUSTRATIVE

Illustrative example: a client pauses before announcing participation in an accreditation programme. The team checks the current published status and asks HR Delivery to confirm the formal opening, requirements and communication rules, separating an expression of interest from an approved application or outcome. What has formally opened, and what remains an enquiry about a developing programme?

SERVICE CONTEXT / Readiness and scope to confirm for the client engagement.

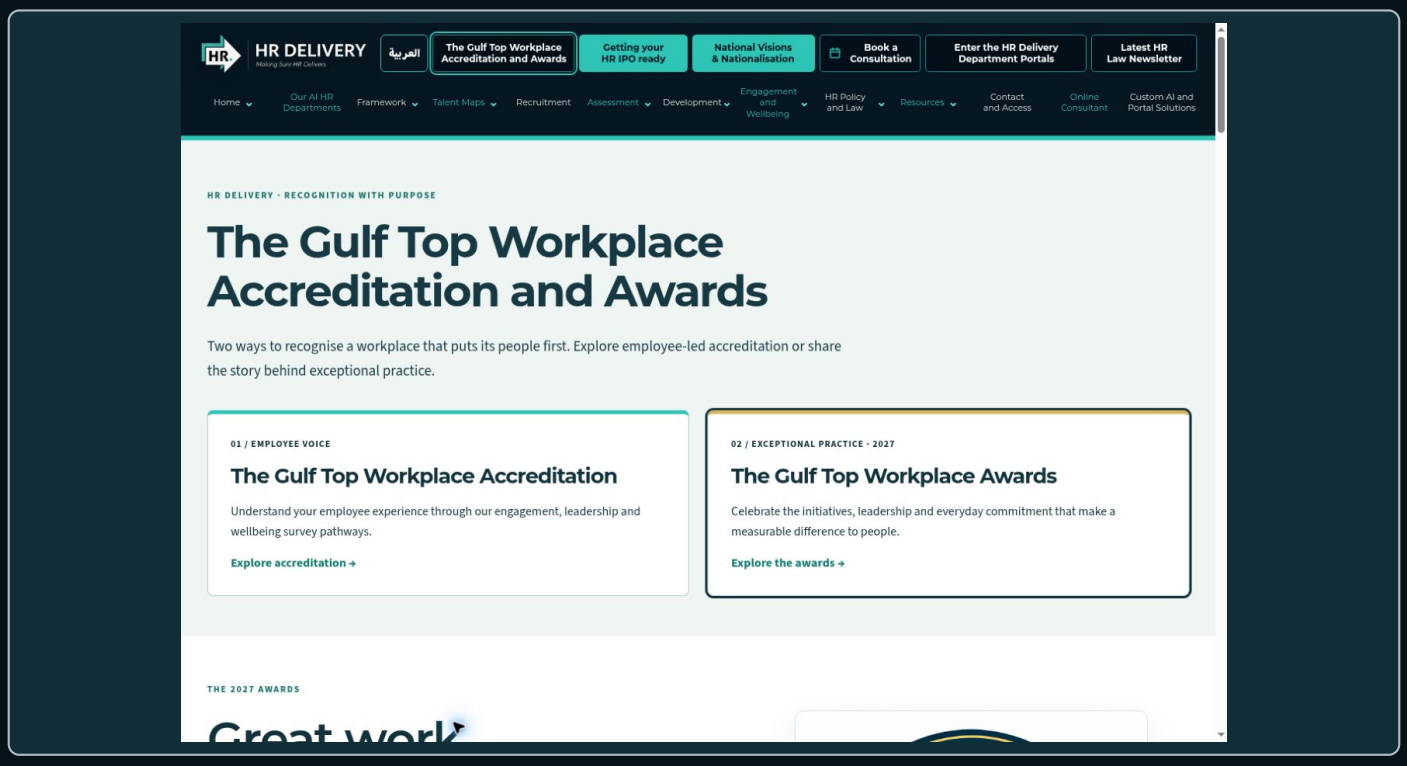
SOURCE: HR.DELIVERY / WORKPLACE ACCREDITATION

J / AWARDS & ACCREDITATIONS

02

Put the portal to work

Understand the tools, studios, records and handovers that support your agreed service.



WEBSITE SCREEN / Live public Gulf Top Workplace Awards and Accreditation page; protected studios were not inspected.

PORTAL / THE WORKING SEQUENCE

Keep the evidence, decision and correspondence connected

The protected awards and certification workspace is described as connecting Awards Studio, Certification Studio and the Certificate and Letter Studio. Authorised colleagues use programme records, nominations and supporting evidence to organise review and retain decisions. A client prepares the relevant submission or enquiry; access to reviewer administration follows the programme's permissions. Any certificate or outcome letter should reflect an authorised decision and reviewed wording. Confirm the programme's availability and arrangements before assuming that a recognition process can begin.

01

Prepare the submission

Match the story and evidence to the agreed programme, category and authorisation requirements.

02

Enter authorised review

Submitted material is considered through the programme's protected review and clarification process.

03

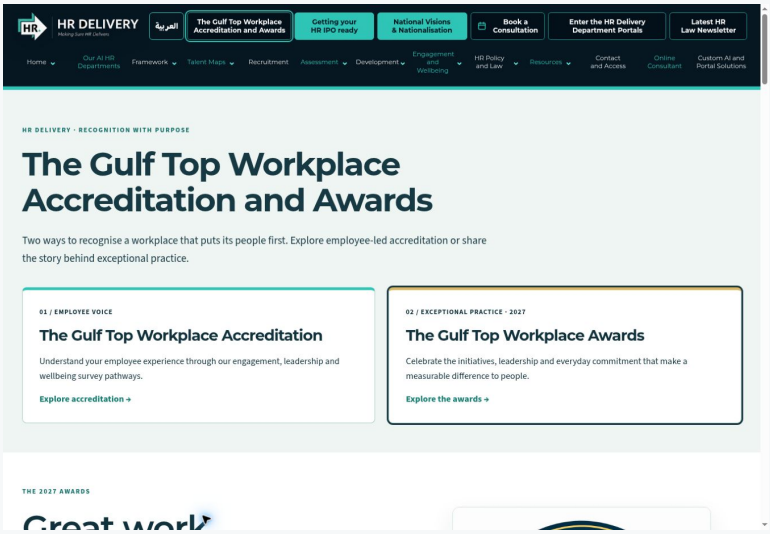
Retain the decision context

Connect the evidence and review conclusions with the authorised shortlist or outcome record.

04

Prepare approved communication

Check recipient, programme, decision and wording before any certificate or letter is released.



WEBSITE SCREEN / Live public Gulf Top Workplace Awards and Accreditation page; protected studios were not inspected.

BRING TO THE WORKSPACE

- Programme and category reference
- A concise workplace story with supporting evidence
- Authority to submit the material and identify the organisation
- Questions about the process, window and intended communication

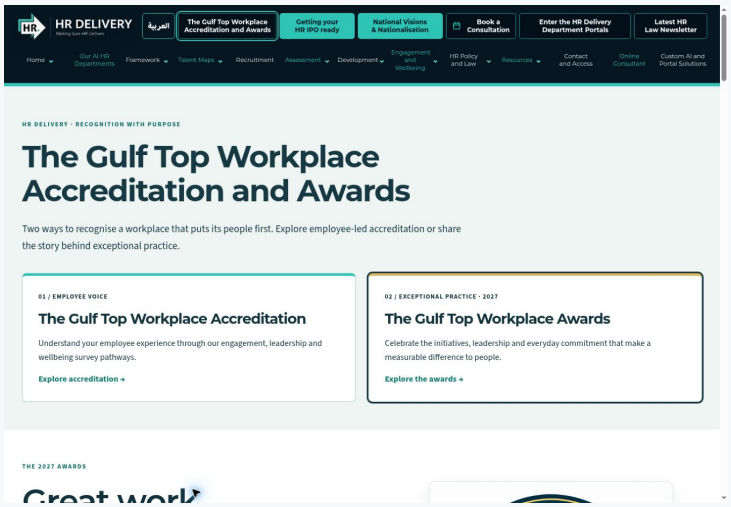
WORK TOWARDS THESE OUTPUTS

- A structured nomination or programme enquiry
- Supporting evidence aligned with the published criteria
- The appropriate programme communication following authorised review
- A retained record of the material and outcome where provided

J · YOUR CLIENT EXPERIENCE

Recognition workspaces from nomination to correspondence

Organise the evidence, decisions and documents that support a recognition programme through the appropriate awards or certification route.



WEBSITE SCREEN / Live public Gulf Top Workplace Awards and Accreditation page; protected studios were not inspected.

WHAT IT GIVES YOU

The directory describes Awards Studio, Certification Studio and Certificate & Letter Studio. Public nomination pages introduce entry information and evidence, while protected administration supports review and records. Confirm which programme is open before preparing a participation or certification plan.

THE CLIENT VALUE

A defined process can connect the participant's submission with the programme's review, decision and communication requirements.

YOUR OUTPUTS

- Nomination and evidence records
- Review and decision information
- Recognition letters or certificates

IN YOUR ORGANISATION / ILLUSTRATIVE

Illustrative example: an HR lead maps the steps from a proposed nomination to possible programme correspondence. She confirms the route and opening status, prepares the evidence and distinguishes the client submission from the protected review and authorised decision required before any recognition document is released. Which programme route, current window and review responsibilities apply to our enquiry?

SERVICE CONTEXT / The accreditation programme is a draft preview; formal accreditation applications and awards are not yet open.

SOURCE: HR.DELIVERY / PORTALS

ORGANISE THE RECOGNITION PROGRAMME

Awards Studio

Bring programme context, published categories and incoming nominations into a coordinated review process that connects the organisation's story with the supporting evidence provided.

WHAT IT GIVES YOU

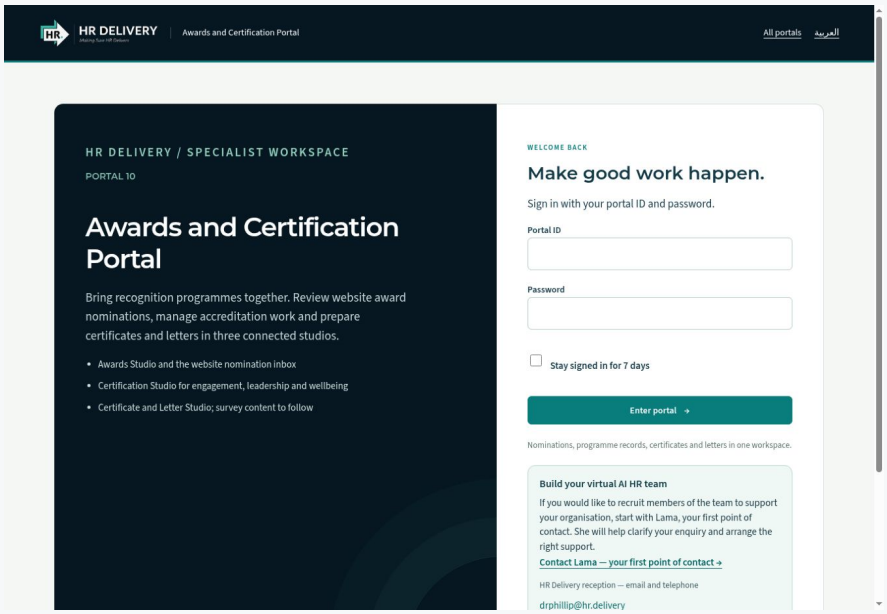
The public portal describes Awards Studio as one of three connected studios, alongside Certification Studio and the Certificate and Letter Studio. The awards workspace is intended to organise recognition work from nominations through authorised review and programme records.

THE CLIENT VALUE

A coordinated workspace gives the programme team a clearer view of the material being considered and the steps required to reach an explainable outcome.

YOUR OUTPUTS

- Programme and category context
- Nomination review workspace
- Links to recognition documents and records



WEBSITE SCREEN / Live public screenshot; source context described in the evidence note.

IN YOUR ORGANISATION / ILLUSTRATIVE

Illustrative example: a programme team brings incoming nominations, category context and evidence into its authorised review workspace. The client's role is to prepare a coherent submission and respond through the agreed route, while internal review and decision records remain with authorised colleagues. What material should our submission provide for the programme's review process?

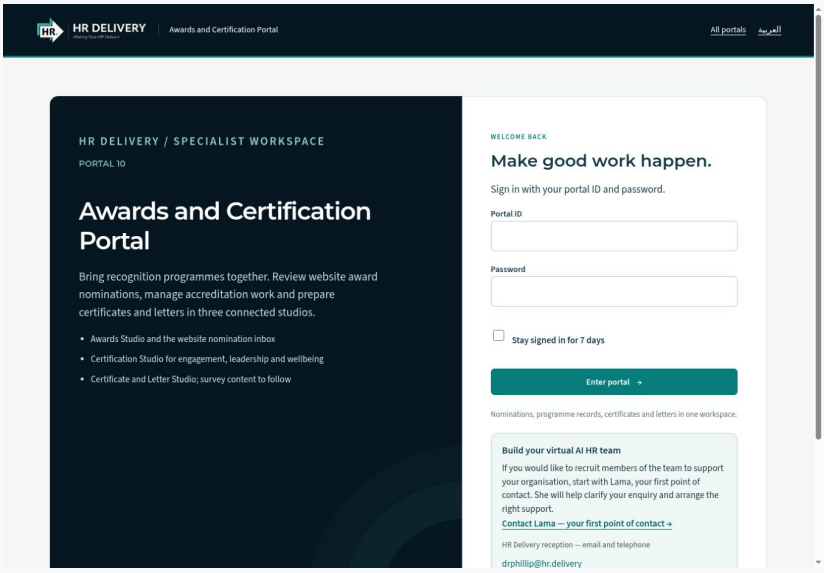
SERVICE CONTEXT / Protected programme workspace; authorised review

SOURCE: HR.DELIVERY / AWARDS CERTIFICATION PORTAL

KEEP REVIEW MATERIAL TOGETHER

Protected nomination inbox

Understand how submitted nominations and attachments enter a private review context so authorised colleagues can consider the material alongside the programme's published expectations.



WEBSITE SCREEN / Live public screenshot; source context described in the evidence note.

WHAT IT GIVES YOU

The public nomination form states that entries and attachments are private to authorised reviewers, while the portal entry names the website nomination inbox. The intended workflow separates submitted evidence from publicly presented recognition content during the review process.

THE CLIENT VALUE

An organised review collection helps the programme team consider the complete submission and identify any clarification needed before progressing a nomination through the programme.

YOUR OUTPUTS

- Private nomination record
- Supporting attachments for reviewers
- Programme context for consideration

IN YOUR ORGANISATION / ILLUSTRATIVE

Illustrative example: a client submits an authorised workplace story and supporting attachments through the confirmed route. The material enters a protected review context, where programme colleagues can consider it and request clarification without treating submission itself as a shortlist or recognition decision. Who will coordinate our response if reviewers request clarification or further evidence?

SERVICE CONTEXT / Reviewer workspace; access limited to authorised colleagues

SOURCE: HR.DELIVERY / AWARDS CERTIFICATION PORTAL

MAKE THE PROGRAMME OUTCOME EXPLAINABLE

Shortlisting and decision records

Retain the reasoning behind a nomination's progress so the programme can relate a shortlist or recognition decision to the evidence that reviewers considered.

WHAT IT GIVES YOU

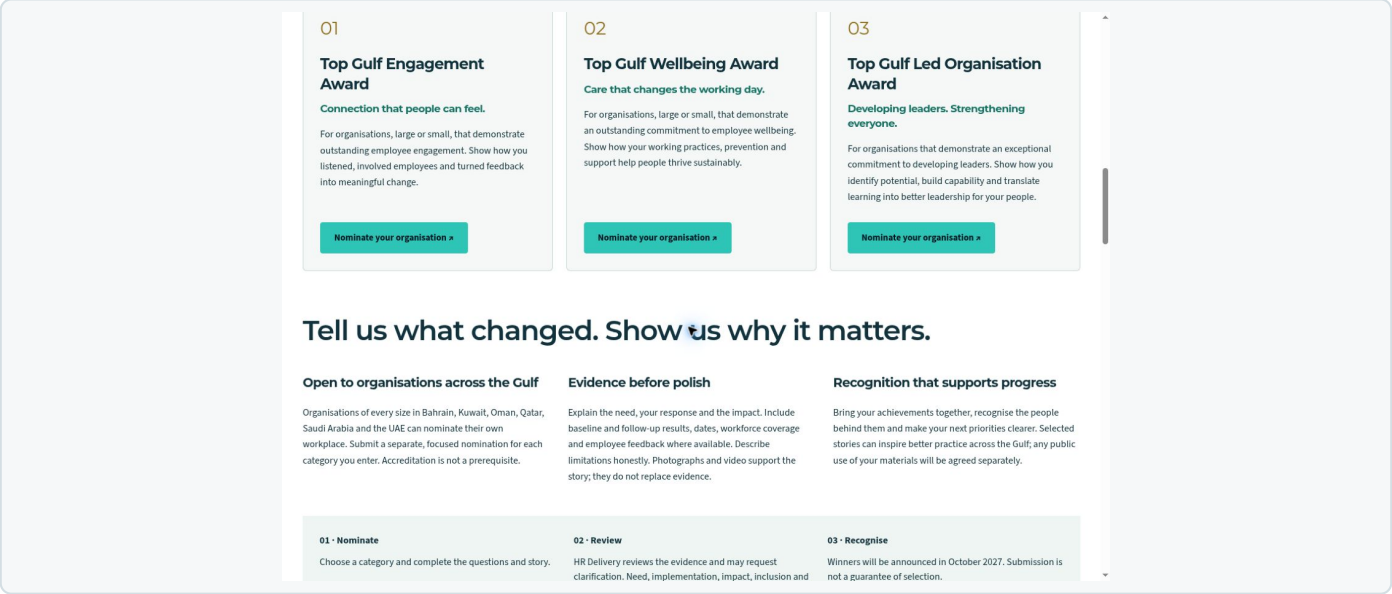
The supplied scope includes records for shortlisting and decisions within the protected awards workflow. These records are intended to connect submitted evidence, review conclusions, shortlist status and the eventual recognition outcome, supporting subsequent programme follow-up and communication.

THE CLIENT VALUE

An explicit decision record helps the programme team explain the outcome consistently and maintain continuity when nominations move between review, decision and communication stages.

YOUR OUTPUTS

- Shortlist status
- Evidence-linked review conclusions
- Recognition decision record



WEBSITE SCREEN / Live public screenshot; source context described in the evidence note.

IN YOUR ORGANISATION / ILLUSTRATIVE

Illustrative example: authorised reviewers retain the evidence and conclusions behind a programme decision. The client receives communication through the agreed process, with any outcome related to the relevant programme and category rather than inferred from progress through an internal review stage. How will an authorised decision be communicated, and what programme context will accompany it?

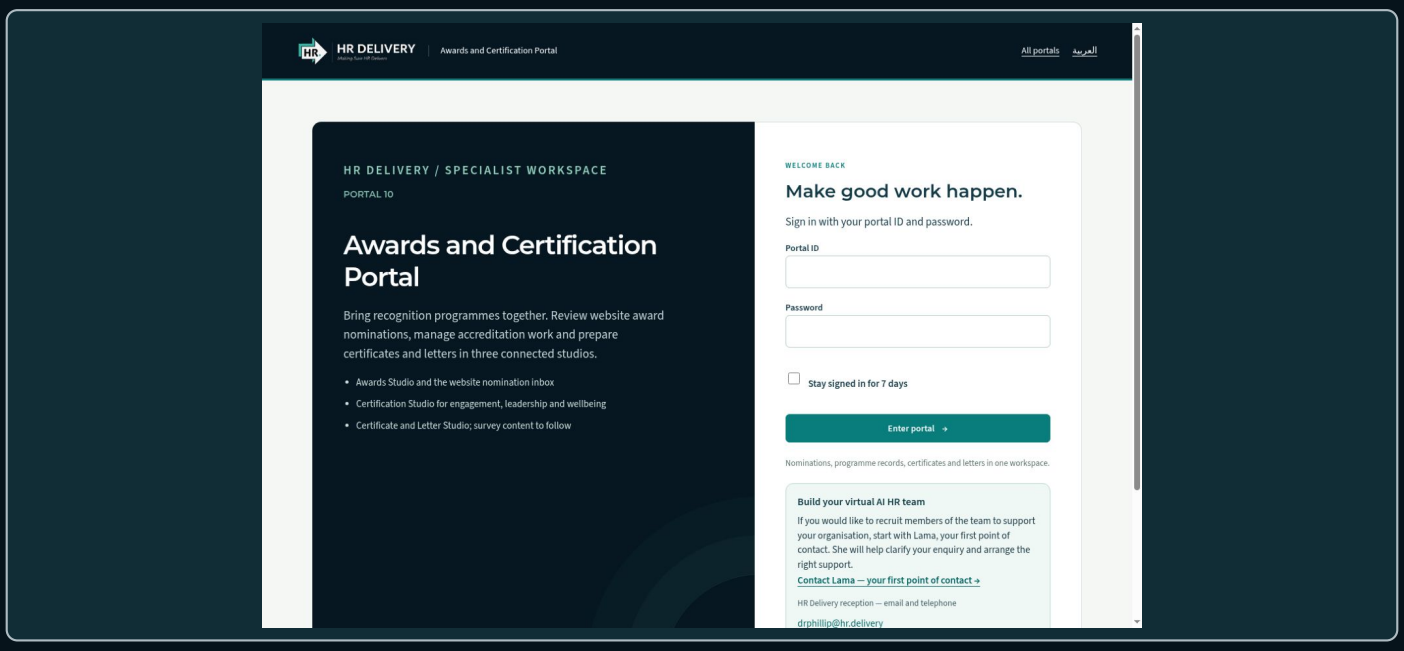
SERVICE CONTEXT / Private programme records described in the inventory

SOURCE: HR.DELIVERY / WORKPLACE ACCREDITATION

PREPARE DOCUMENTS AFTER THE DECISION

Certificate and Letter Studio

Prepare programme certificates and correspondence with the correct recipient, outcome and wording once the authorised recognition decision and communication purpose have been agreed.



WEBSITE SCREEN / Live public screenshot; source context described in the evidence note.

WHAT IT GIVES YOU

The portal lists a Certificate and Letter Studio within the connected awards workspace. It is described as supporting preparation of programme documents, with human review of names, programme details and intended wording before the material is released to recipients.

THE CLIENT VALUE

A consistent document structure helps the team communicate a recognition outcome clearly and reduces ambiguity about the recipient, programme and purpose of the issued document.

YOUR OUTPUTS

- Programme certificate draft
- Outcome or recognition letter
- Recipient and programme details for review

IN YOUR ORGANISATION / ILLUSTRATIVE

Illustrative example: following an authorised programme outcome, staff prepare the relevant certificate or letter. They check the recipient, programme, decision and wording before release, ensuring the document communicates the approved outcome without expanding its scope or implying another form of recognition. What exact outcome and recipient details must the approved document communicate?

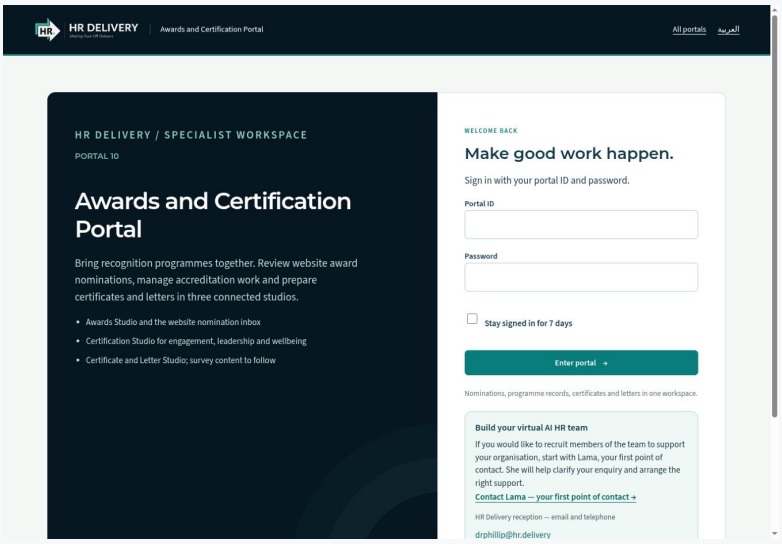
SERVICE CONTEXT / Protected studio; human review before release

SOURCE: HR.DELIVERY / AWARDS CERTIFICATION PORTAL

KEEP THE RECOGNITION CONTEXT INTACT

Award and certification programme records

Connect a recognition initiative with its scope, evidence, progress and documents so authorised colleagues can understand the programme's development and the material supporting it.



WEBSITE SCREEN / Live public screenshot; source context described in the evidence note.

WHAT IT GIVES YOU

The public portal refers to programme records alongside nominations, certificates and letters. Keeping these elements together is intended to preserve the context of recognition work, helping the team revisit earlier decisions and coordinate the documents associated with an outcome.

THE CLIENT VALUE

A continuing programme record supports more coherent follow-up and helps staff explain how documents and decisions relate to the particular recognition initiative.

YOUR OUTPUTS

- Programme scope and progress record
- Associated nomination and evidence context
- Certificate and letter references

IN YOUR ORGANISATION / ILLUSTRATIVE

Illustrative example: programme colleagues connect a nomination, its supporting evidence and subsequent correspondence within the authorised record. This retained context helps them answer a client's follow-up question about the submission and outcome without relying on separate, unexplained copies of documents. Which programme reference should we retain for future questions about our submission?

SERVICE CONTEXT / Private programme workspace; scope and records described

SOURCE: HR.DELIVERY / AWARDS CERTIFICATION PORTAL

RECOGNISE A DEFINED CONTRIBUTION

CEO and HR appreciation certificates

Prepare an appreciation document that identifies the recipient and contribution clearly, with wording aligned to the organisation's agreed recognition purpose and issuing authority.

WHAT IT GIVES YOU

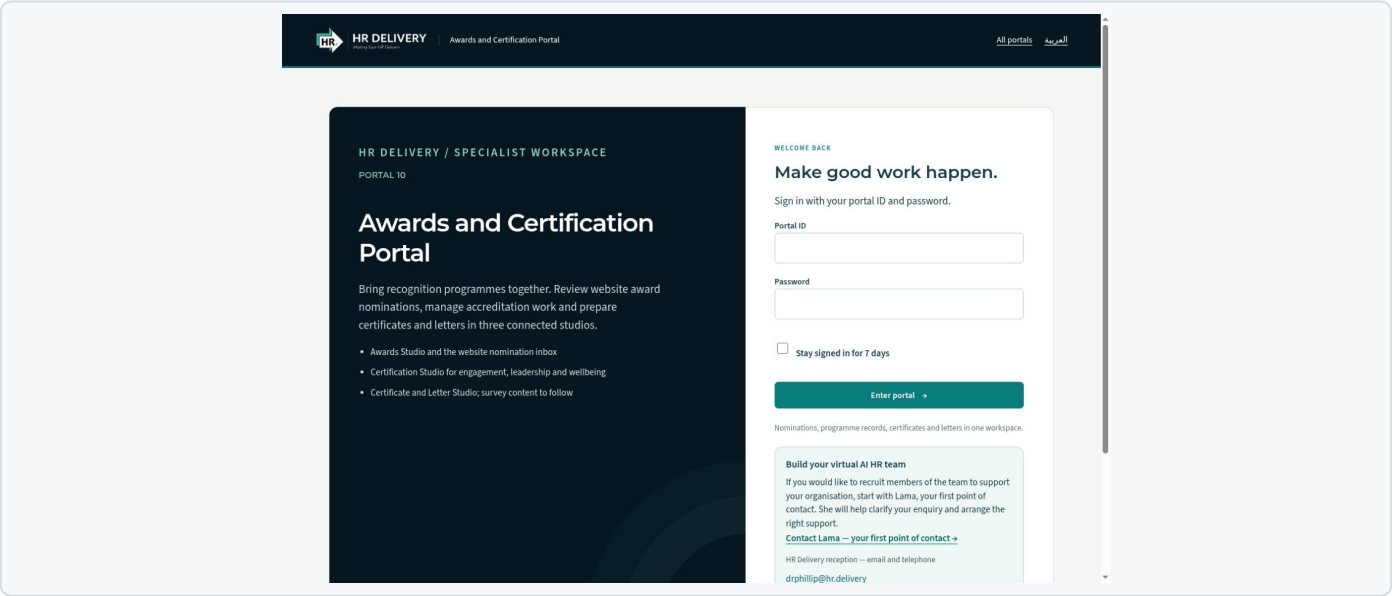
The supplied inventory includes tools for CEO and HR appreciation certificates. The intended workflow is to prepare consistent recognition wording and recipient details for human review, then issue the completed appreciation document through the organisation's agreed communication arrangements.

THE CLIENT VALUE

A clear appreciation document gives the contribution a consistent written form and helps the organisation communicate recognition in terms that the recipient can understand.

YOUR OUTPUTS

- Appreciation certificate draft
- Recipient and contribution wording
- Issuing-authority details for approval



WEBSITE SCREEN / Live public screenshot; source context described in the evidence note.

IN YOUR ORGANISATION / ILLUSTRATIVE

Illustrative example: an organisation prepares an appreciation certificate for a specific contribution. The proposed wording identifies the recipient and the contribution, then goes through the agreed issuing authority, keeping the appreciation purpose distinct from a formal accreditation or competitive award outcome. What contribution is being acknowledged, and who has authority to approve the wording?

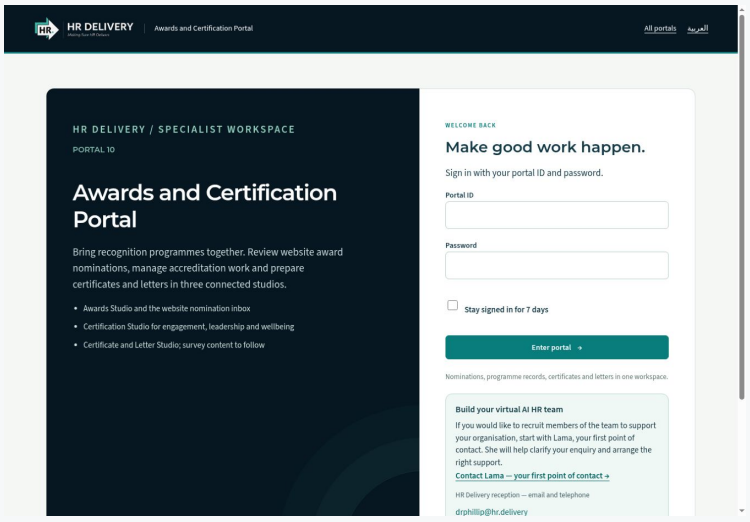
SERVICE CONTEXT / Inventory-described tool; appreciation wording requires approval

SOURCE: HR.DELIVERY / AWARDS CERTIFICATION PORTAL

A TRACEABLE PROGRAMME OUTCOME

Connect review, decision and recognition documents

Keep evidence, review conclusions and the authorised decision connected before preparing the programme's recognition certificate or outcome correspondence.



RELATED SERVICE VIEW / Live public screenshot; source context described in the evidence note.

WHAT IT GIVES YOU

Connect nominations, evidence, programme records and documents in the described private workflow. Apply published criteria, retain the decision rationale and check recipient and programme details before preparing recognition material.

YOUR OUTPUTS

- Evidence-linked review conclusions
- Shortlist or recognition decision record
- Reviewed certificate or outcome letter

HOW TO USE IT

1. **Organise the review pack.** Bring the nomination and relevant attachments into the authorised review context.
2. **Record the decision.** Apply the published criteria and retain the conclusions supporting the outcome.
3. **Prepare the documents.** Check recipient, programme and wording against the approved recognition decision.

WHY THIS HELPS

A connected record helps the programme explain its decisions and prepare recognition documents that accurately reflect the outcome approved by the responsible reviewers.

IN YOUR ORGANISATION / ILLUSTRATIVE

Illustrative example: the programme team links review conclusions to the authorised outcome and the document to be issued. Recipient details, programme wording and communication responsibilities are checked together, maintaining a clear relationship between the evidence considered and the final recognition correspondence. How will the approved outcome remain connected to the document and communication issued?

SERVICE CONTEXT / Staff review workflow; authorised decision before release

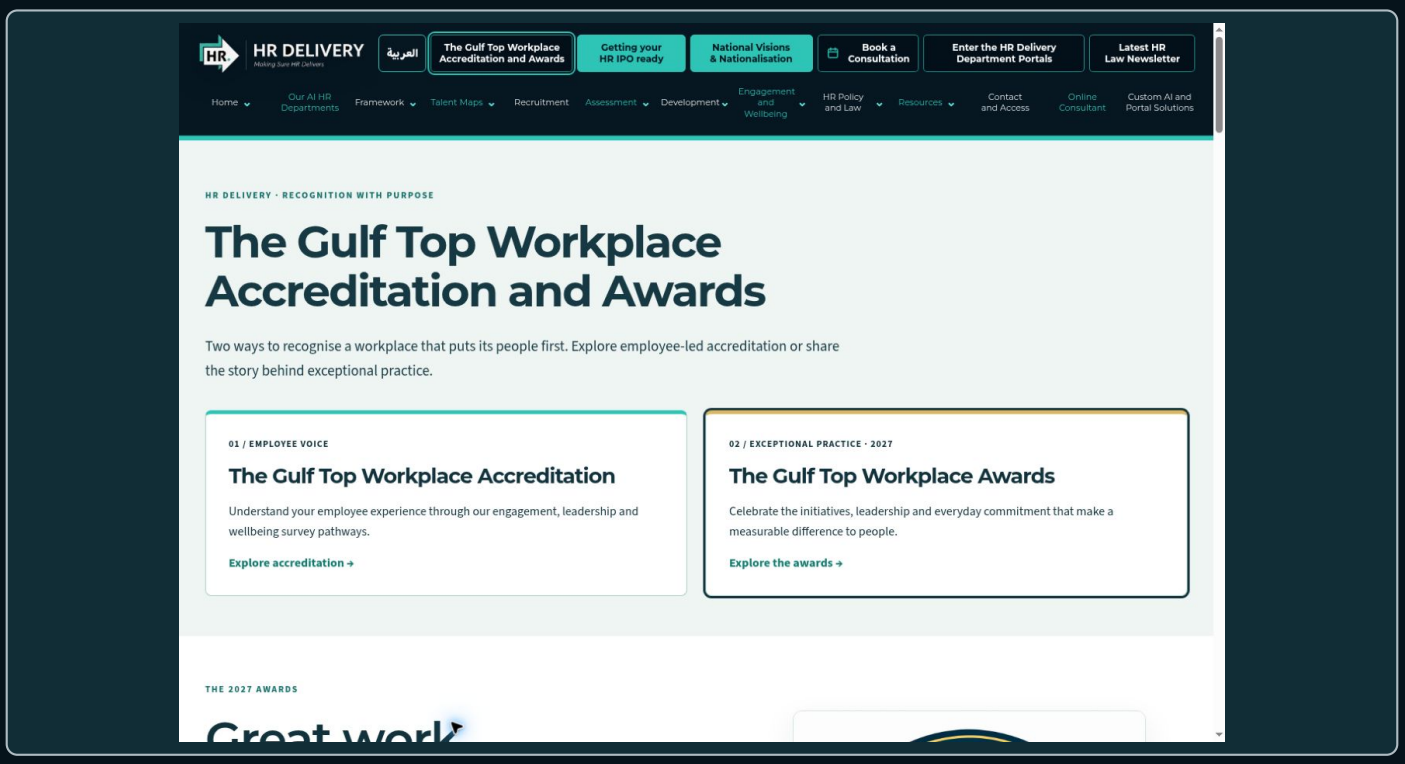
SOURCE: HR.DELIVERY / AWARDS CERTIFICATION PORTAL

J / AWARDS & ACCREDITATIONS

03

See the service in practice

Two illustrative client journeys connect the tools with a business need, a working sequence and useful outputs.



WEBSITE SCREEN / Live public Gulf Top Workplace Awards and Accreditation page; protected studios were not inspected.

CLIENT JOURNEY / 01

Prepare a workplace nomination with substance

Illustrative scenario: an organisation wants to nominate a manager-led wellbeing initiative. Its HR team has activities, employee feedback and follow-up records, but needs a clearer account of the contribution. It first confirms the relevant category and programme window, then organises the story for review.

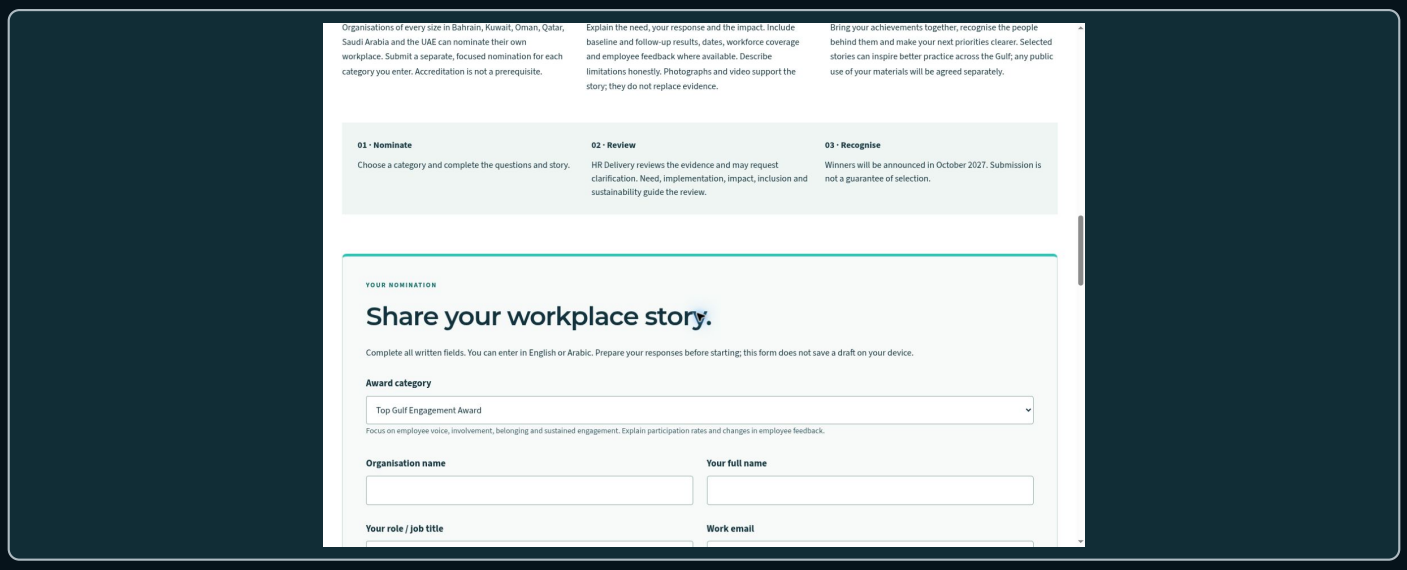
1. **Frame the need.** Explain the original workplace issue, the people affected and the intended purpose of the initiative.
2. **Describe the action.** Show what was implemented, who participated and how the work reached the intended population.
3. **Connect the evidence.** Relate the claims to dated records, feedback and follow-up information, including limitations and continuing practice.
4. **Confirm and submit appropriately.** Check category fit, authority and the formal route before entering the published review process.

WHAT THE WORK PRODUCES

- A coherent category-specific workplace story
- An organised evidence pack
- Confirmed submission authority and programme context

THE VALUE FOR YOUR TEAM

The organisation can explain its contribution with enough context for reviewers to understand the work, assess the evidence and identify any clarification needed during the review process.



WEBSITE SCREEN / Live public screenshot; source context described in the evidence note.

EXPLORE NEXT / Public award nomination forms (p011) · Supporting-evidence review (p012) · Prepare an award nomination with substance (p016)

CLIENT JOURNEY / 02

Explore a future accreditation pathway responsibly

Illustrative scenario: an HR director is interested in the proposed engagement accreditation pathway. The organisation has employee-listening material and wants to understand what a future programme could require. It prepares an enquiry about scope, evidence, review and opening arrangements before planning an application or announcement.

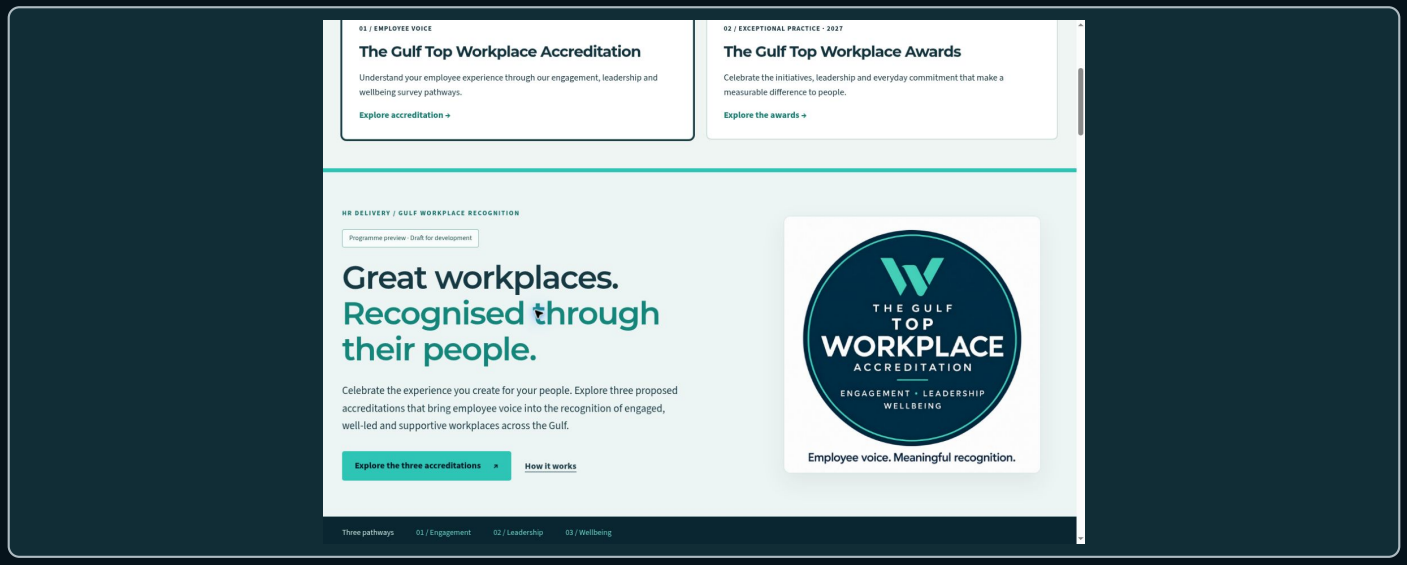
1. **Choose the question.** Identify the employee-experience area the organisation wants to understand and the population involved.
2. **Review the preview.** Read the proposed pathway and illustrative scoring information as programme-development material.
3. **Prepare the scope enquiry.** List the existing evidence, questions about requirements and the organisation's intended use of any recognition.
4. **Confirm future arrangements.** Discuss formal opening, eligibility, review and communication requirements with the human team before proceeding.

WHAT THE WORK PRODUCES

- A focused accreditation enquiry
- An inventory of potentially relevant evidence
- Questions about formal programme requirements and opening

THE VALUE FOR YOUR TEAM

The organisation can prepare an informed conversation about the proposed pathway while keeping its communications and resource commitments aligned with confirmed programme arrangements and responsibilities when available.



WEBSITE SCREEN / Live public screenshot; source context described in the evidence note.

EXPLORE NEXT / Engagement, leadership and wellbeing certification (p013) · Frame an accreditation enquiry (p017) · Check the opening status of accreditation programmes (p018)

SERVICE ARRANGEMENTS

A clear handover helps your team start well

Agree the people, workspaces, outputs and service connections required for your assignment.

SCOPE AND RESPONSIBILITY

Confirm the business question, participating colleagues, outputs and the decisions that remain with your authorised team.

ACCESS AND COMMUNICATION

Lama can coordinate the relevant portal route and service setup. Specialist AI profiles are virtual characters; enabled chat, call, email and Telegram channels depend on the agreed provider connections.

SCREENS AND EXAMPLES

Screens show the public website, published workspace demonstrations or related service views, as labelled. Examples in this brochure are illustrative; they do not report client results or completed private transactions.

REVIEW AND RELEASE

Adapt models and documents to the assignment. Agree professional review, approval, release and record-handling arrangements before organisational use.

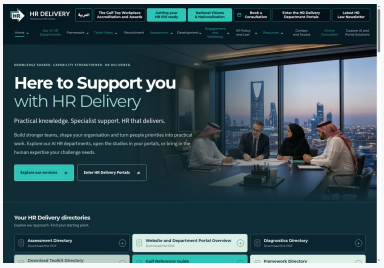
USEFUL DIRECT ROUTES

Speak with Lama

Explore the portal directory

Request a conversation with Dr Phillip

Contact HR Delivery



Source basis: the approved HR Delivery Client Guide and its linked site review, expanded with client applications. Mission, vision and pledges were checked against HR Delivery's public site in November 2026. Catalogue counts refer to the stated inventory, not a promise of future totals.

YOUR NEXT STEP

Start with the achievement you can explain

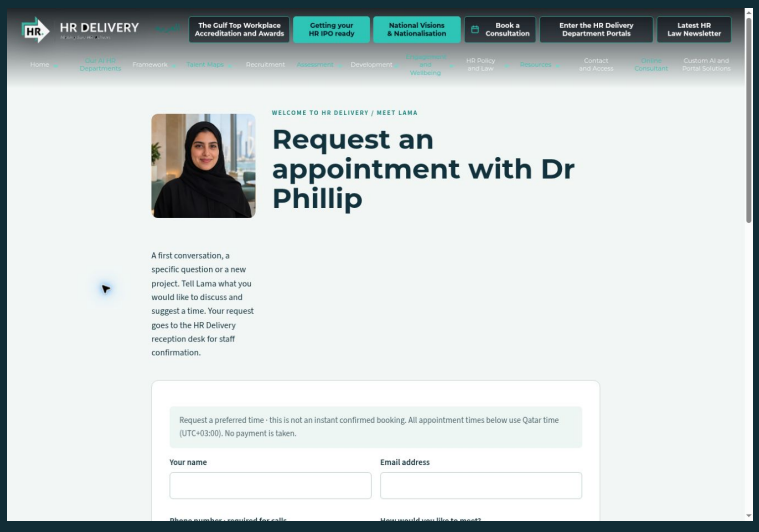
Choose the contribution or recognition question that matters to your organisation. Bring the story, the evidence and the people who can explain the work. Lama can coordinate a discussion about programme fit, current opening arrangements and the support required for preparation. Agree the formal route and authorisation before submission, and keep any public communication aligned with the programme's actual status and authorised outcome. Clear preparation gives the review a stronger foundation.

A PRACTICAL START

- Identify the relevant programme and category.
- Gather the workplace story and supporting evidence.
- Confirm the application window and next step through Lama.

A STARTING BRIEF YOU CAN ADAPT

We would like to explore [programme or category] for [initiative or question]. The work involved [population and context], and our supporting evidence includes [records]. Please help us confirm [requirements, window and review route] before we prepare an authorised submission or enquiry.



WEBSITE SCREEN / Public appointment-request route: requests are reviewed by the team.

Start with Lama

www.hr.delivery | drphillip@hr.delivery